Appendix 1

Timeline for completion of placement steps

✓ Practice II and Practice III must be completed. A grade of “C” or better in any social work required course is necessary. Any In Progress (IP) or Incomplete (IC) grades must be resolved by the last day of the semester before practicum is scheduled to begin.

✓ If admission to practicum was conditional, the student must supply the practicum coordinators with proof of meeting the conditions by the end of the semester before practicum is scheduled to begin.

✓ Select, confirm, and have approved the placement site by the practicum coordinators prior to the end of the semester before practicum is scheduled to begin.

✓ Proof of liability insurance and NASW membership provided to the practicum coordinator by the first day of your placement.

✓ Proof of background check forwarded to the practicum coordinator by the first day of your placement.

✓ Register for Social Work 450, Integrative Seminar and Social Work 455, Social Work Practicum before the first day of your placement on the University’s MARS system.

✓ Provide the field supervisor a professional letter two weeks before you begin your placement reminding them of the start date and time. Remind the field supervisor that the days of practicum are Monday-Thursday, 7 1/2 to 8 hours per day with Friday reserved for classes. Provide the practicum coordinators with a copy of this letter.

✓ Submit the signed Memorandum of Agreement form to the practicum coordinators (Appendix 7) during the first week of practicum.

The importance of meeting these time lines cannot be overstressed. Practicum will not begin unless all timelines are met.
Appendix 2

Application Packet Checklist

All materials should be submitted in a standard size manila file folder and should be typed. The application folder must include:

✓ A completed copy of the practicum application form. This should be typed or word-processed. This form is Appendix 4 of this manual or on the social work homepage. Please keep in mind this form should be prepared thoughtfully as it will be reviewed by the entire faculty and will be sent to your field supervisor. This is a critical step towards building your professional credibility in the practice world.

✓ Signed copy of the Professional Commitment, Appendix 3.

✓ A copy of the signature page from the section on Criminal Background Checks (page 20).

✓ A copy of your resume. Students are encouraged to take advantage of the Career Development and Counseling Center (located in the Wigley Administration Building) for review of their resume prior to submission with this packet.

✓ A current, unofficial copy of your transcript. *This will not be sent to your field supervisor.*

✓ A copy of your SOWK 312 evaluation. *This will not be sent to your field supervisor.*

✓ A copy of your graduation plan and its approval from the registers office. *This will not be sent to your field supervisor.*
Appendix 3

Professional Commitment

When students enter practicum they are expected to accept and abide by social work obligations required by the profession, the law, and/or licensing regulations. Students assume responsibility for the liability risks that are inherent in their role as a practicing social worker. Each student must sign this section of the application in order to enter practicum. A copy of this form will accompany materials submitted to the potential practicum field supervisors.

1. I understand that criminal convictions may limit future employment and licensure. Federal and state law governs this. The Department has implemented a policy to require a criminal background check prior to senior placement. If, during the past five years a conviction occurred for a misdemeanor or felony for which a jail sentence could have been or was imposed, please describe these events, in writing and attach to this document. You may need to be redirected to appropriate areas of practice if a conviction creates conflicts with practicum agency requirements.

2. I understand that lapses in professional conduct are governed by licensing regulations and the profession. These are best summarized in Section I, B-3 of the NASW Code of Ethics and the Minnesota Board of Social Work Standards of Practice, which I have reviewed.

3. I understand that the student social worker should not allow their own personal problems, psychosocial distress, substance abuse, or mental health difficulties to interfere with professional judgment, performance, or jeopardize the best interests of those for whom the social worker has a professional responsibility.

4. I understand that if I have had substance abuse difficulties, an agency may require a signed agreement to refrain from use of alcohol and or other mind altering drugs during the period of the practicum.

I have read the above and understand that any misrepresentation of known, current life stressors that might affect my performance in the practicum, or any related legal problems in my background, could result in academic and/or ethical sanctions. I am at this time able to practice social work, as a student, within the legal and ethical requirements of the profession and the law.

Signature__________________________________Date________________________________
Appendix 4

MINNESOTA STATE UNIVERSITY MANKATO

Letter of Good Standing and Consent Form

Date: ____________________________

The following named individual is a student in good standing and has made application with Minnesota State University, Mankato, Department of Social Work for a Minnesota Bureau of Criminal Apprehension Criminal Background Check.

Last Name of Applicant (please print): _______________________________________________________

First Name (please print): _______________________________________________________________

Middle (full)(please print): ______________________________________________________________

Maiden, Alias or Former (please print): ____________________________________________________

Date of Birth: ____________________________ Sex (M or F): ____________________________

Month/Day/Year

Social Security Number: (Optional) ______________________________________________________

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to Minnesota State University, Mankato Social Work Department, 358 Trafton Science Center N, Mankato, Minnesota 56001 for the purpose of Social Work 312, Junior Field Experience, or Social Work 450, Senior Practicum. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

I, ____________________________ (print name) am signing this in the presents of a Notary.

__________________________________  __________________
Signature of Student     Date

__________________________________  __________________
Signature of Notary     Date

DEPARTMENT OF SOCIAL WORK
358 TRAFTON SCIENCE CENTER N
MANKATO, MN 56001
PHONE 507-6504 (V)  ·  800 627-3529 OR 711 (MRS/TTY)  ·  FAX 507-389-6769
An Affirmative Action/Equal Opportunity University
Appendix 5

Practicum Application
Department of Social Work
Minnesota State University, Mankato

Prepare this application thoughtfully and neatly. You may enter this format into your computer or download this application from the Department of Social Work's web page. The faculty and field supervisor will review this application. This application is to assist the faculty in determining your readiness for practicum. You must type your response to the questions. Do not leave any questions unanswered.

This application will also assist in making an appropriate match between your expectations, needs, and education goals and the agency in which you may be placed. Remember practicum is not training for a specific job, but continuation of your professional education.

Student's name:

Address:

Permanent address (if different):

Telephone number:

E-mail address:

Faculty Advisor:

I receive the Title-IV-B Child Welfare stipend recipient. Yes or No

Minor or Concentration:

Proposed class schedule during practicum:
1. You will be expected to provide your own transportation to and from your practicum placement. Do you have your own reliable transportation? Yes or No

2. Is there anything that might interrupt your practicum experience over the next semester?

3. Please write a 75-word narrative on your strengths as a social work practicum student. Be as specific as you can (use a separate sheet as necessary).

4. Please write a 75-word narrative on your limitations as a social work practicum student. Be as specific as you can (use a separate sheet as necessary).

5. Please describe your goals for the practicum experience. Be as specific as you can in 75 words (use a separate sheet as necessary).

6. Please describe in 75 words the model of supervision that you require. It may assist you to consider previous supervisors with whom you worked well (use a separate sheet as necessary).

7. Are you now or have you ever been convicted of a felony or any misdemeanor? Yes/No; if yes, when please give specific date(s), conviction, and resolution (use a separate sheet as necessary).

8. Are you or have you ever been known to the protective services division of any county due to a substantiated complaint of abuse or neglect to a child or adult? Yes/No; if yes, when please give specific date(s), specify complaint, and resolution (use a separate sheet, as necessary).